# Defense Advanced Research Projects Agency (DARPA)
# Information Resources Directorate (IRD)

Attachment No. 7

Current DARPA Information Technology (IT) Configuration Control Governance Structure

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# 1.0 Introduction

This document articulates the governance structure for configuration control services across the Defense Advanced Research Projects Agency (DARPA). With the inception of both classified and unclassified performance-based contracts, it is imperative that proper government oversight occur to allow the Contractors to do their respective tasks as well as coordinate common duties. The goal of configuration control at DARPA is the seamless integration of change into the IT environment.

# 2.0 Configuration Control Governance Objectives

The following objectives have been established to ensure the maximum efficiency of DARPA Information Technology (IT) services within the managed service environment:

**Objective 1** – Enable an enterprise view with respect to strategic requirements.

**Objective 2** – Establish organizational units to control configuration changes.

**Objective 3 –** Explain Government oversight for enterprise architectures.

# 3.0 Governance Structure

The Information Resources Directorate (IRD) has created the following committees/boards to identify, control and track the introduction of configuration items and changes to the IT environment. The role of the Government on these committees is to provide leadership and oversight. The Contractor's role will be to perform all activities necessary to allow for the seamless integration of technology within DARPA. Changes to the IT environment may come from the IT Steering Committee (ITSC), specific user requests, or any of several other sources. Diagram 1 details the control process for these changes (workflow) as well as the relationships between these committees/boards.

## 3.1 IT Steering Committee (ITSC)

Office Representatives within DARPA will meet annually to outline strategic goals, coordinate new policies and procedures and prioritize the list of business requirements, including Information Assurance. The ITSC will be chaired by the Director, OMO or designated representative.

The ITSC membership will consist of:

1. Director Office of Management and Operations – Chair
2. Directors IRD, Security and Intelligence Directorate, Facilities and Administration Directorate
3. DIRO Representative

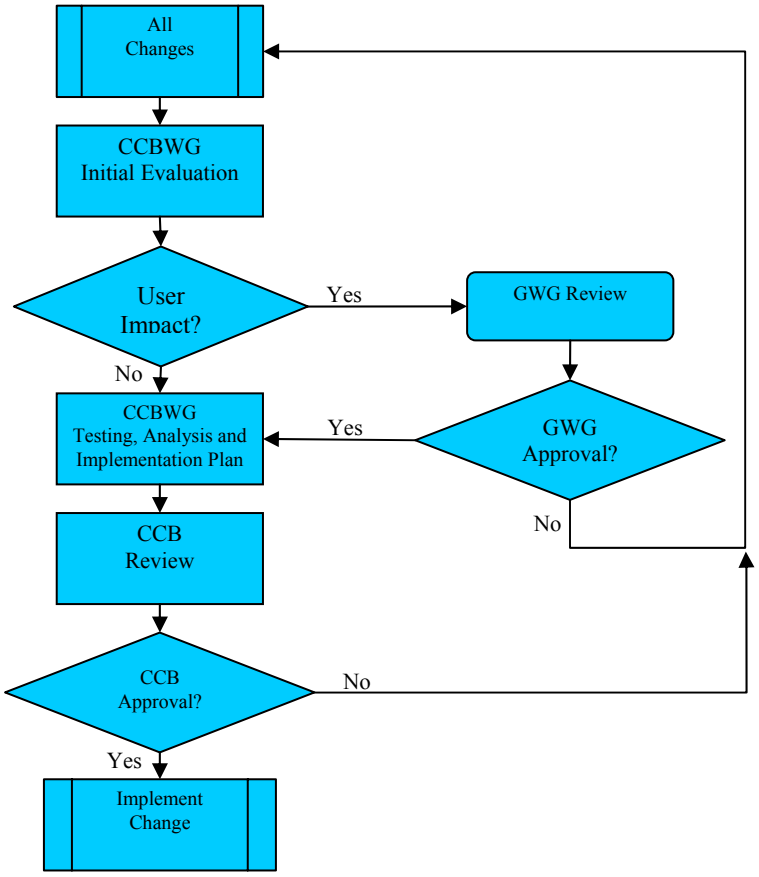
4. Technical Office Representatives

### 3.2 Ad-hoc Committees/Boards

The above committees and boards provide a basic infrastructure for ongoing configuration control governance. However, specific tasks may occur which would require an ad-hoc committee or board. Committees will be used for a specific purpose and duration. Examples include:

1. IT Strategic Planning
2. Management Process and Control
3. Performance Reviews
4. Maintenance History Reporting
5. Architecture Working
6. Disaster Recovery Board
7. Computer Emergency Response Team
8. Crisis Action Team
9. Incident Response Team

**Diagram 1:**



### 3.3 Configuration Control Board Working Group (CCBWG)

The CCBWG handles the day-to-day activities of configuration control. Representatives from the seat management contactor(s) will conduct all routine activities and serve as members of the board. IRD Government personnel or their designees will have responsibility to oversee this group.

The CCBWG's activities include but are not limited to:

1. Determining if a detailed review of any configuration item is necessary - Chair.
2. Developing and maintaining configuration documentation.
3. Testing and evaluating the technical and user impacts of the configuration item to the DARPA IT infrastructure.
4. Providing explanations, justifications, evaluations, and recommendations to the CCB.
5. Drafting implementation plans which have minimal impact on the user community.
6. Controlling, tracking, and facilitating configuration items.
7. Conducting configuration audits.

The CCBWG membership consists of:

1. IRD technical manager - Chair
2. IV&V
3. SID
4. Contractor technical representatives
5. Others as determined by the Chair.

### 3.4 Government Working Group (GWG)

The GWG will meet as needed to provide OMO and IRD with change control management before a change goes to the Configuration Control Board (CCB). If the Chair of the CCBWG identifies a change that involves user interaction, he will forward the change to the GWG for evaluation. The GWG will assess the change and has the authority to approve or cancel the request.

The membership will consist of:

1. Director IRD – Chair
2. IRD Government personnel – Members
3. Director for the Office of Management Operations (optional)
4. Others as designated by the members

### 3.5 Configuration Control Board (CCB)

The CCB is charged with approving new configuration items and reviewing configuration audits.

The CCB membership consists of:

1. Director IRD - Chair
2. Director of SID
3. IRD Government personnel
4. Assistant Director, Program Manager (ADPM) for the Office of Management Operations (OMO)
5. Contractor Program Managers or appointed designees
6. Contractor Customer Relationship Managers

The CCB will determine which level of decisions under its authority will be handled by the CCBWG.

## 4.0 IT Architecture Governance

The Government or its designee will oversee the Contractor's efforts in the following areas:

1. Infrastructure Architecture – this includes all hardware and network issues
2. Software Architecture – this includes all software used by more than one technical office
3. Security Architecture – this includes all software and hardware required to provide DARPA's network with the necessary tools to ensure proper IT security.